



STATE OF INDIANA

Department of Administration

Policy Statement
Effective: 12.08.08

PROCUREMENT PROTEST POLICY

Prepared by:
Indiana Department of Administration, Procurement Division

PURPOSE

To establish a consistent, equitable process for receiving, reviewing and responding to bidder and respondent's protest of the procurement process for goods or services by the State of Indiana.

SCOPE

This policy applies to all purchases and contracts where the solicitation was conducted and/or the award made by the Department of Administration, Procurement Division. This includes the request for quote, invitation to bid, request for proposal, and reverse auction procurement processes.

POLICY

Request for Quote, Invitation to Bid, Request for Proposal:

Contract award is defined as notification by the Department of Administration to respondents and bidders of the successful respondent or bidder for the specific solicitation. After contract award, the procurement file is made available for public inspection.

Prior to contract award, but after the solicitation has been released, a potential bidder or respondent may submit a written letter of protest regarding inadequate or restrictive specifications. Such protest must be received by the State not less than five (5) business days (as defined by the State work calendar) prior to the proposal or bid due date and time.

After the State makes a contract award, a bidder or respondent may submit a written letter of protest regarding the procurement methods and/or procedures used during the procurement process. The protest should indicate the specific process that the vendor disputes and the solicitation number. Protests must be received by the State not more than five (5) business days (as defined by the State work calendar) after the contract award date.

CONTINUES

Reverse Auction:

After specification review but prior to the reverse auction date, each respondent will be notified in writing, by the time specified in the solicitation package, if they met specifications and are allowed to participate in the reverse auction. If the bid did not meet specifications, the notification will include the reason(s) the bid did not meet specifications.

The respondent may submit a written letter of protest regarding the exclusion from the reverse auction due to not meeting specifications. Such protest must be received by the State not less than five (5) business days (as defined by the State work calendar) after the notification date and time. The protest should indicate the solicitation number and the specific information that the respondent disputes. Once a protest is received, the reverse auction will be delayed until a final determination of the protest has been made. All respondents that were determined to have met specifications and allowed to participate in the reverse auction will receive a written notice of the change in the reverse auction status.

Protest Submission:

All protests should be submitted in writing to:

Vendor Complaint/Protest Coordinator
Indiana Department of Administration
Procurement Division, Room W478
402 West Washington Street
Indianapolis, Indiana 46204

RELATED ADMINISTRATIVE RULES

25 IAC 1.1-1-3 Competitive sealed bids; public inspection

25 IAC 1.1-1-6 Competitive sealed proposals; public inspection

APPROVAL



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